

CQC Program Audit Checklist

Contract No.	Short Title:		
Contractor:	CQC Representative		Checked By & Date:
Requirements	Compliance?		Remarks (Briefly explain specific areas of non-compliance & what action(s) were taken to correct non-compliance)
	Yes	No	
1. Is the CQC Rep functioning independently from the Superintendent if the CQC Rep function is specified to be separate from the Superintendent?			
2. Is there a change in the CQC organization? If so, has the change been approved by OICC prior to implementing the changes?			
3. Is the area of responsibility and authority of each CQC staff being implemented?			
4. Are outside organizations performing QC activities as indicated in the approved CQC Plan?			
5. Are CQC reports complete and accurate? Are daily safety inspection documented?			
6. Are the Rework Items List and Discrepancy Check-off List being maintained?			
7. Are shop drawings and other submittals being managed in accordance with procedures established in the approved CQC Plan?			
8. Are all tests being accomplished and documented in accordance to the approved Testing Plan contained in the approved CQC Plan?			
9. Are the 3 phases of inspection being conducted and documented in the QC Report? Check procedures in the implementation of each phase (i.e., Preparatory, Initial, Follow-up)			

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10. Are all tests results/reports maintained by the CQC Rep?			
11. Are As-Built drawings being maintained?			
12. Is the submittal status log up to date, complete and accurate?			
13. What procedures are being followed in ensuring correction of all noted discrepancies?			
14. Are weekly CQC meetings conducted and documented? Who attends?			

15. QA's evaluation, comments and/or recommendation on the following:

15a. Comment on contractor's overall implementation and management of the QC program

15b. Any need to upgrade contractor's quality control efforts to acceptable level? In what specific areas?

15c. Comment on cooperative aspects of the CQC Representative and Government QA personnel (i.e., working relationship, etc.)

15d. Comment on overall CQC record keeping.

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15e. Are the findings during this Audit discussed with the CQC Representative?

15f. What follow-up actions are required of the CQC Rep and Government?

15g. Any specific concerns addressed by the CQC Representative with regards to the proper implementation and management of the CQC Plan or CQC Organization?

General Comments